



Senior Contract Specialist Personal Services Contractor (PSC)

A. Introduction

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation created in 2004. Our mission is to provide assistance that supports poverty reduction through economic growth in developing countries. We work only with developing countries that demonstrate a commitment to just and democratic governance, economic freedom and investments in their citizens. Countries selected, with intense MCC oversight and guidance, set their own investment priorities through public consultation and manage the implementation of agreed programs.

B. Scope of Work

The MCC is in need of a contractor within the Department of Administration & Finance (A&F), Contracts and Grants Management (CGM) Division. The Department of Administration and Finance is responsible for planning and directing all activities related to financial management and budgeting; human resources management; information technology infrastructure, resource, and website management; procurement and acquisition; personal security; facilities management; administrative services; and corporate records management. The CGM division is responsible for procurement of goods and services in support of the MCC pursuant to the Federal Acquisition Regulation (FAR).

C. Objective

The primary purpose of this position is to serve as a point of contact for program officials on acquisition and administrative matters affecting major procurement of supplies and services using source selection procedures; the evaluation of contract price proposals; and, the administration or termination and closeout of major contracts, all pursuant to the FAR. The Senior Contract Specialist performs the following duties:

D. Tasks

- 1) Serves as a point of contact for all pre/post award functions concerning acquisition and administrative matters affecting procurements for supplies and services using a variety of source selection procedures; the evaluation of contract price and/or cost proposals; and, the administration or termination and closeout of major contracts.
- 2) Assists customers in developing statements of work and procurement strategy; and, develops evaluation plans, pricing methodologies, and performs major contract administration.
- 3) Coordinates contract administration activities for long-term, extensive technical service contracts, i.e., either firm, fixed price or time and material type contracts. Contract types vary along fixed-price continuum. Interprets contract provisions and conducts in-depth analyses of contractors' financial and management systems and facilities, as necessary.
- 4) Negotiates complex modifications to contracts, such as those for software or system development, or specialist professional and consulting services. As necessary, utilizes in-depth price/cost analysis techniques involving many different and unrelated factors and processes where there is little historical cost data or precedent.
- 5) Analyzes and evaluates cost-related areas of complex solicitations for pricing structure and instruction of the offeror. Analyzes and evaluates contractor price/cost proposals for new procurements, changes, follow-on procurements, price re-determination, etc., which may result in new contracts or in the issuance modification or in the termination of existing contracts.

- 6) Participates in negotiations or serves as a primary cost/price negotiator. Conducts detailed studies of contractor's management, operational and financial policies in order to determine capability to perform contract. Evaluates the contractor's financial status by way of reviewing financial data.
- 7) Coordinates the extension of periods of performance, resolves delivery and acceptance disputes using Alternate Disputes Resolution (ADR) protocol whenever possible, approves, provides insight to the Contracting Officer's Technical Representative concerning the approval, partial payments and final payments, and performs closeout or any necessary contract cancellations due to non-performance by the contractor or for the convenience of MCC. Acts as primary point of contact in providing guidance, preparing and processing Government rebuttals, and ensuring protest actions are expedited in accordance with Federal Regulations..
- 8) Work in a Teaming environment with other disciplines in order to ensure successful completion of the effort.

E. Type of Contract and Period of Performance

The candidate(s) will be offered a personal service type contract with a 12 month base period, plus options for four additional years based on performance, which may be exercised at the sole discretion of the MCC. Contracts will be either full-time (2087 hours per year) or intermittent (up to 1664 hours per year) dependent upon MCC requirements.

F. Evaluation Criteria

The selection process will focus on the following aspects of the candidate:

- 1) Must have a 4-year course of study from an accredited educational institution leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- 2) Must have a minimum of ten years of experience in contracting or related positions.
- 3) DAWIA or FAC-C Level III certification is highly desirable.
- 4) Knowledge of contracting principles, laws, statutes, Executive Orders, regulations and procedures applicable to pre-award and post-award actions sufficient to procure and administer contracts for a variety of goods and services.
- 5) Knowledge of Federal contract methods and contract types which requires specialized knowledge of Federal contract administration policy, procedures, techniques, and evaluation/control methods sufficient to coordinate and monitor prime and subcontractor performance on complex, long-term contracts.
- 6) Knowledge of business practices and market conditions applicable to program and technical requirements sufficient to evaluate actions.
- 7) Skill in the use of negotiation techniques and the ability to meet and deal with representatives of the private sector and with Government experts or managers in order to procure extensive supplies, services, and equipment.
- 8) Skill and ability to communicate, orally and in writing, in order to present analysis and findings of performance reviews regarding contract actions.).
- 9) Excellent communication skills with ability to address orally and in writing difficult issues.
- 10) Immediate availability to undertake the assignment.
- 11) Must be eligible for a public trust clearance.

G. How to Apply

Interested parties should submit by email to recruitment@mcc.gov the following package:

- 1) Curriculum Vitae/resume; 2) a brief cover letter that addresses **all** Evaluation Criteria as

listed in this advertisement; 3) three professional references; 4) salary information/hourly rates for the past three (3) years; and 5) proposed hourly rate, Please include "Senior Contract Specialist" in the subject line of your email.

This announcement is an open continuous position. The MCC reserves the right to use this position to fill more than one position, as required. Resumes will be evaluated every three months. MCC is an equal opportunity employer.